

## **JOB DESCRIPTION**

### **Apprentice ICT Technician**

<b>JOB TITLE:</b>	<b>Apprentice ICT Technician</b>
<b>APPOINTMENT GRADE:</b>	<b>NJC Grade 3 (£300 per week)</b>
<b>HOURS OF WORK:</b>	<b>37 hours per week, full time, all year</b>
<b>REPORTING TO:</b>	<b>Network Manager</b>

#### **OVERALL RESPONSIBILITY**

Working as part of the Network Support team you will learn a range of skills that will equip you to provide technical ICT support to both staff and students

#### **SPECIFIC RESPONSIBILITIES**

1. To support teaching and learning across the school by:
  - Involvement in the running of an effective and efficient help desk system
  - Solving help desk problems promptly
  - Making sure consumables are available immediately by keeping a stock of replacements
  - Installation of new subject specific software
  - Provision of in-class technical support for staff using ICT in the classroom
  - Administration of 'g-suite for education' (Google) for both staff and students to support teaching and learning
2. To ensure that the school network runs efficiently and effectively on a day to day basis.
3. To ensure that the Management Information System (SIMS) works consistently well across the school so that teaching and support staff can complete their tasks effectively.
4. To maintain an inventory of ICT equipment and ICT facilities so that legal requirements can be met and efficient audit and budget planning can take place

- Maintain a library of software and site licences.
  - Administration of ICT stock of consumables.
  - Maintain an up to date inventory of all ICT equipment.
5. Work as AV technician when needed.
6. Ensuring health and safety aspects of ICT facilities and equipment are adhered to.
- Regular safety checks of work areas
  - Making sure any equipment to be used is safe
  - Reporting any concerns to the Network Manager

### ANY OTHER DUTIES

Any other duties as may reasonably be required from time to time, commensurate with the grade and/or level of responsibility of the post.

**As an apprentice you will be given the opportunity to learn new skills outside of these areas as you develop in the role.**

### CONFIDENTIALITY

The post-holder is required to respect the confidentiality of all matters relating to the School, students and staff.

***We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. A DBS check is required for all successful applicants***

---